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OFFICE OF PUBLIC INSTRUCTION

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Linda McCulloch  
Superintendent

December 18, 2007

**To:** District and Cooperative Special Education Directors

**From:** Nikki Sandve, Coordinator - State Personnel Development Grant

**Re:** Secondary Transition Training

Greetings! The Individuals with Disabilities Education Act of 2004 created changes in the requirements for assessing and documenting the needs of secondary transition-aged. The Office of Special Education (OPI), Division of Special Education will offer training on January 26, 2007, from 8:30 a.m. to 3:00 p.m. in Great Falls and Glendive. The two locations will be connected by MetNet allowing for some large group discussion and on-location secondary transition activities.

This training is designed as a train-the-trainer module. The OPI has completed documents and a power-point training that will assist districts in implementing the new secondary transition requirements. The OPI will pay mileage, lodging, and per diem at current state rates for one person from a district or cooperative. If applicable, substitute teacher costs for the designated person will be reimbursed. After the training, this person must provide one training on secondary transition to the cooperative or district prior to the end of this school year. Districts and cooperatives are welcome to send additional personnel at their own costs.

The outcomes for this training include:

- Participants will understand and be able to apply the new secondary transition requirements included in IDEA 2004.
- Participants will be prepared to present best practices in secondary transition to district and/or special education cooperative employees.

Attached is a registration form. A block of rooms has been reserved under OPI Transition at the following locations:

- Hampton Inn, 2301 14<sup>th</sup> Street SW, Great Falls. Call (406) 453-2675 or 800-426-7866 to reserve a room.
- Days Inn, 2000 N Merrill, Glendive. Call (406) 365-6011 to reserve a room.

**For both locations, rooms must be reserved by January 15, 2007. The attached registration form must be received at the OPI by January 15, 2007.**

If you have questions, call Nikki Sandve at (406) 444-0299 or e-mail at [nsandve@mt.gov](mailto:nsandve@mt.gov).

Attachment

*"It is the mission of the Office of Public Instruction to improve teaching and learning through communication, collaboration, advocacy, and accountability to those we serve."*

# Best Practices in Secondary Transition Addressing IDEA 2004

**January 26, 2007**

**8:30 a.m. – 3:00 p.m.**

Registration Begins at 8:00 a.m.

## Great Falls and Glendive

### Outcomes:

Participants will understand and be able to apply the new secondary transition requirements included in IDEA 2004.

Participants will be prepared to present best practices in secondary transition to district and/or special education cooperative employees.

### Registration Deadline: January 15, 2007

Office of Public Instruction  
Attention: Nikki Sandve  
PO Box 202501  
Helena, MT 59620-2501  
Fax: (406) 444-3924

Name \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ School District \_\_\_\_\_

### Site attending:

☐ Great Falls, Great Falls College of Technology, 2100 16<sup>th</sup> Ave. South, Room B-133,  
Great Falls, MT 59405

☐ Glendive, Dawson County High School, 900 N. Merrill Avenue, Glendive, MT 59330

**If you require special accommodations, please contact Nikki Sandve at 444-0299  
no later than January 15, 2007.**



Linda McCulloch, Superintendent

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